



ISLAND FLOWER

growers

ISLAND FLOWER GROWERS CO-OPERATIVE (IFGC) welcomes applications for the seasonal, part-time position of:

DELIVERY COORDINATOR

IFGC is a producer-owned co-operative of cut-flower growers on Vancouver Island and the Gulf Islands that provides wholesale sustainably grown, seasonal cut flowers and foliage to the local floral industry.

Reporting to the Co-op's Board of Directors, the Delivery Coordinator will be responsible for scheduling and undertaking deliveries every Wednesday from our wholesale distribution hub in Victoria, BC, from April 12, 2021-October 13, 2021 (27 weeks). This position represents an important link in the chain of growers, clients, market manager and driver. The ability to communicate information clearly through this chain in a pleasant and positive way is very important.

The Delivery Coordinator will:

- carry out policies set by the Board
- work with the Market Manager to coordinate the logistics of delivering flowers and foliage to multiple clients in the GVRD area
- pick up our delivery vehicle (Chevy Express cargo van) in North Saanich and arrive at the distribution hub at a time set by the Market Manager
- manage time independently
- communicate with growers, market manager, communications manager, and clients in a supportive, upbeat and respectful way
- address the needs of clients quickly and respectfully, in consultation with the market manager
- keep complete records of mileage, deliveries, returns, floral mishaps
- carry and move flower buckets into the delivery vehicle at the hub and place delivered flower buckets at the client's preferred drop-off spot
- return our van to North Saanich after deliveries are complete; the cargo area should be swept and any spills cleaned up

Note: Candidates with their own suitable delivery vehicle are encouraged to apply with an estimate of additional remuneration preferred for vehicle costs.



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Our preferred candidate will have:

- A current regular driver's licence, good driving record and experience driving a large cargo van, or a willingness to learn
- Experience with the local flowers movement and knowledge of the co-operative values and practices that differ from other businesses
- Excellent communication skills
- Adequate physical fitness required to handle and deliver buckets of fragile product with care
- Commitment to work within a timeframe and schedule with punctuality and efficiency
- A team mentality

This is a contract position:

- 27 weeks (April 12 to Oct 13, 2021)
- 3 hrs on Wednesday market day – 9:00 am to 12 noon
- \$20.00 an hour, \$60.00 week x 27 wks = \$1620.00 + gst-\$113.40 = \$1733.40

IFGC is committed to upholding the values of equity, diversity, and inclusion in our living and work environments. In accordance with our values, we seek those who will work respectfully and constructively with differences and across levels of power. We welcome applications from members of groups experiencing barriers to equity. Requests for accommodation may be made at any stage of the application and hiring process.

Qualified applicants should email applications, including resume, cover letter, and contact info for 2 references to: info@islandflowergrowers.ca by March 1, 2021. Please use “Delivery Coordinator 2021” as your subject line.

IFGC thanks all candidates for their interest; however, only those selected for interviews will be contacted.